



New Face in Finance



*Marci Soper, New Systems Operations
Support Supervisor*

In October, Marci Soper joined the Division of Finance as the new Systems Operations Support Supervisor. She will oversee the daily operations of FINET manual and interfaced transactions including cleaning up rejected transactions. Marci will also oversee the daily operations of the Payment Tracking and the Finder systems as well as the FINET Help Desk.

Marci comes to the Division of Finance after serving for 37 years with the Department of Transportation where for the last 15 years she was an Accounting Manager responsible for systems and data control. During her tenure there, she assumed a role of advocate for not only her own agency but others with whom she interacted. She became an articulate voice in the Agency Coordinators Meetings persistently addressing needs and concerns that seemed to be common among the agencies.

It is, in fact, this passion to ensure that every concern of the agencies big or little is heard that ignited her enthusiasm for her new position. Although she admits that a fix for every situation is neither practical nor possible, still, the genuine understanding of agency perspectives and frustrations will help Finance develop effective solutions. "Sometimes a modification in code is simply not immediately possible but other times a change is relatively simple and can be accommodated rather quickly. The goal is to achieve strong communication between Finance and the agencies so concerns can be addressed in the best way possible whether that be through modification of programming code, continued or advanced training, or changes in procedures."

Marci seems to take the upgrade to the new FINET right in stride. After all, she has seen her agency through several upgrades and knows intimately what challenges come with integrating a new system. She recently spoke with an Inventory Warehouse Supervisor who was struggling a bit as he created OCs. He chuckled as he observed, "Well, after I have created 25 more of these, it will all be good." This system will continue to evolve and what may seem difficult now will soon become familiar and habitual. With the new system come immediate updates to ledgers, check processing every night, immediate access to reports, and easy Data Warehouse access within FINET itself. "These things are wonderful!" she exclaims and definitely worth the sometimes painful twinges of change.

After serving so many years with UDOT, a change may have been traumatic even for this seasoned professional. But, although the view outside her window may have changed, her commitment to serving the agencies remains resolute and she is delighted with the opportunities this new position will present in the pursuit of that goal.

New Face in Finance

Vendor Lookup Query

**The RE & CR Record
Date**

Trainers Corner

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Vendor Lookup Query

You can use the Vendor Lookup Query in the Data Warehouse to find vendors and their addresses.

To access the query when you are in the New StateDW, select Web Queries, then Vendor Name Lookup. You can also use this link, http://efinance.utah.gov/new_finet/vendor/vend_name_lookup.htm, to go directly to the query.

You will then be prompted to enter the Vendor Name. The query will return vendors that have the text you enter in any part of the Vendor Name or DBA Name. The records shown below are the result of a search for FINA.

 Data Warehouse		StateDw - Vendor Name Lookup				 Finance	
Vendor	Customer	Vendor Name	DBA Name	Vendor Customer	TIN	Address Type	Vendor Address
Y	N	CORNELIUS GLASS	ZEFINA DELFRY	105840A	****23049	Payment	1411 N. State St. Yakima, WA 98902
Y	N	LEAVITT FINANCIAL	TAD LEATHAM	87554A	****00989	Procurement	974 W. 200 S. Suite 1001 SLC, UT 84114
Y	N	PAYNE FINANCE	LK PAYNE	87253AB	****00748	Payment	336 E. Spencer Way Concord, CA 93741

This query shows the complete addresses associated with each vendor. It also shows the address types. Procurement addresses can be used on procurement documents (DO, RQS.) Payment addresses can be used on payments documents (PRC, GAX.)

Be sure to notice the Vendor Active Status and Customer Active Status columns. If the company/person is in the system as a customer, but not as a vendor, they will need to be added as a vendor by submitting a VCC.

If you have questions about vendors, please contact Linda Tingey at 801-538-3112 or Brandon Bagley at 801-538-3110.

The RE and CR “Record Date” - Federal CMIA Accounting

The State Accounting Policies and Procedures— *FIACCT 07-02.11—Federal Revenues - Receipt of Federal Funds*—outline and define how the state tracks the request and receipt of federal funds as required by the Federal Cash Management Improvement Act (CMIA).

The “Record Date” on the **receivable (RE)** document should be the date that the **request** for federal funds was made.

The “Record Date” on the **cash receipt (CR)** document should be the date that federal funds were **received**.

If an RE or CR document is final but then needs to be modified, the RE or CR modification needs to have the previous “Record Date” re-entered. If this is not done, the modified RE or CR will contain a blank “Record Date” and FINET will insert an incorrect current date.

With both “Record Dates” correctly recorded on both the original and modified transaction, Federal CMIA accounting can be accurately completed.





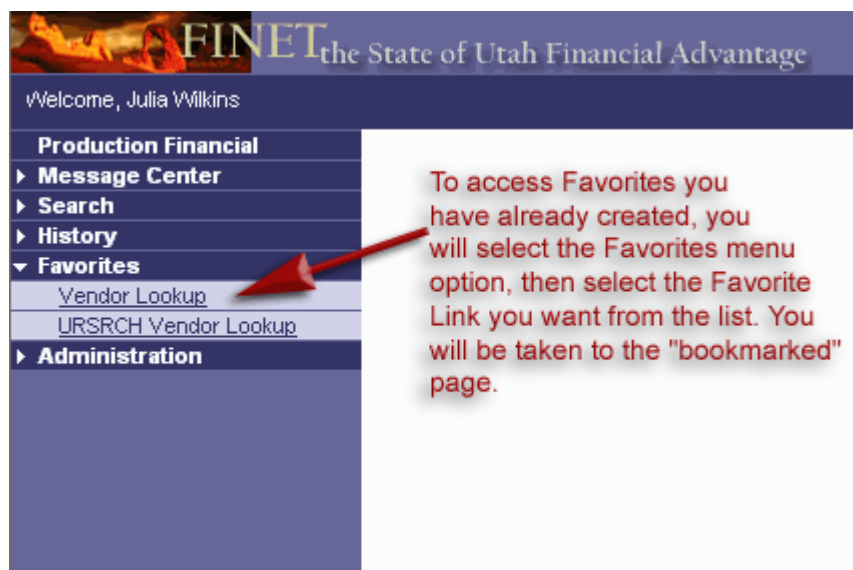
Using Favorites

In new FINET, using the Favorites feature is a great way to streamline your work processes by book-marking pages or tables you use frequently. This function is similar to the favorites or bookmark functions in your Web browser.

Creating a Favorite Item:

- 1) Navigate to the page that you want to add to your Favorites List.
- 2) Click your right mouse button. Result: A popup menu appears.
- 3) Select **ADD TO FAVORITES** from the popup menu. Result: A dialog box appears in which you name your favorite entry.
- 4) Enter your name for the Favorites entry.
- 5) Select **OK**. Result: A message indicating that the entry was successfully created is displayed.

Once you have added pages to your Favorites List you can access them by selecting the Favorites link in the Secondary Navigation Panel available on the FINET Home Page.



For additional information on managing your Favorites (i.e., reordering, renaming, or deleting favorites), please access FINET On-line help from within FINET and use search keyword “Favorites.” To access the FINET On-line help, click on the Help icon in the upper right-hand portion of your FINET screen.

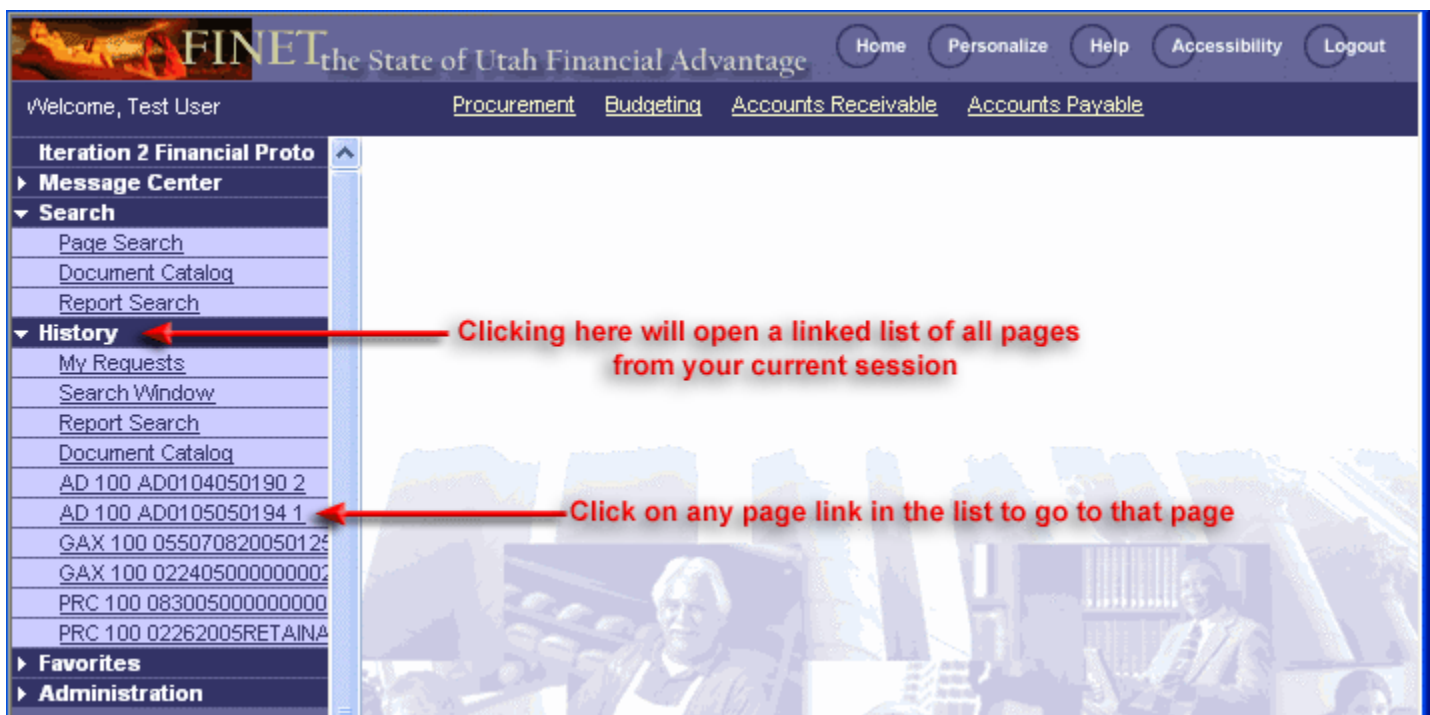
Using History

During a FINET session, you can navigate to pages and documents you have previously accessed by using the History menu option. History keeps track of places you have been in your current session in chronological order. When you log off and log back on, your History is cleared and starts over for your new FINET session.

To access the History menu option, select the History link in the Secondary Navigation Panel available on the FINET Home Page.

To return to a previous page:

- Select **HISTORY:<PAGE NAME>** from the secondary navigation panel. (NOTE: Under the History option, the pages are listed in the order in which you accessed them, with the most recent page listed first.)
- Result: The selected page appears. The History option on the secondary navigation panel stays open once you have selected it.



To refresh the listing of pages in the History folder:

- Click the expand/collapse link twice. Clicking the link the first time will collapse the History folder. Clicking the History link a second time will refresh the list of items in the History folder.

For additional information on using History, please access FINET On-line help from within FINET and use search keyword “History”, then select History from the table of contents on the left. To access the FINET On-line help, click on the Help icon in the upper right-hand portion of your FINET screen.



Help Desk FAQs

by Ken Roner

Q. I heard that the feature where we could look up to see if checks have cleared the bank was working again. How do we use it in the new Data Warehouse?

A. That feature is available to use and can be used whether you look it up by the check number, the GAX number, the PRC number, the invoice number, the vendor number or the vendor name.

What to do?

Open Data Warehouse. If you are in FINET, just click on the Data Warehouse button at the top of the screen. Select the new State DW and then click on 'Warrant Look Ups' on the left hand side of the screen. You will see that you have five ways to look at warrants. When looking warrants up by the check number, leading zeroes are not necessary to the search. When looking warrants up by the GAX or PRC number, enter your department number first and then the document number with no space between. If you search by the GAX or PRC number, you may get results for both a GAX and a PRC if both have used the same document number. Just ignore the one you don't need. If you have any questions on how to use this feature, please call the help desk at 538-9690.

November and December Training Schedule

All Functional Area courses will be held both remotely (take at your desk/location) and at the State Office Building. Document Approval and Document Navigation Tips & Tricks Courses will only be available for students to take at their desks via our remote learning software.

Wed, Nov 15

Document Navigation Tips & Tricks 10 - 10:20 am
Document Navigation Tips & Tricks 2 - 2:20 pm

Wed, Nov 29

Document Approval 10 - 11 am
Inventory 8 am - 4 pm

Monday, Dec 4

Budgets 8 am - noon
Internal Transactions 1 - 5 pm

Tues, Dec 5

Document Navigation Tips & Tricks 10 - 10:20 am
Document Navigation Tips & Tricks 2 - 2:20 pm

Wed, Dec 6

Fixed Assets 8 am - noon
Requisitions 1 - 5 pm

Thurs, Dec 7

Purchase Orders 8 am - noon
Payables 1 pm - 5 pm



Wed, Dec 13

Document Navigation Tips & Tricks 10 - 10:20 am
Document Navigation Tips & Tricks 2 - 2:20 pm

Mon, Dec 18

Document Navigation Tips & Tricks 10 - 10:20 am
Document Navigation Tips & Tricks 2 - 2:20 pm